

**Minutes of the Meeting of Southwold Town Council Landlords Committee
held on Thursday 20th October 2022 at 9.30am at the Town Hall.**

REP LL / 6.2022

**Present; Cllrs Betts, Flunder, Jordan (Chair), Sutton, Windell
1 member of public and the town clerk.**

1. **Apologies:** To receive apologies for absence. Nil
2. **Declarations of interest:**
 - a) To receive any declarations of Personal Interest regarding the agenda. Nil
 - b) To receive any declarations of Pecuniary Interest regarding the agenda. Nil
 - c) To receive any request for dispensations regarding the agenda. Nil
3. **To receive comments from public.**

Cllr Bradbury attended as a member of the public and spoke about 7 Hurren Terrace, expressing disappointment that this had not yet formally been taken up by Adnams. See discussions below.

Cllr Bradbury advised that the Museum is in need of storage and that they had been offered some space in the Town Hall basement. However this offer has been declined and the Trustees are still seeking appropriate premises. Query was raised as to whether any space at the Water Tower would be appropriate. See discussions below.
4. **Minutes/ notes of previous meeting (July 2022)** – Noted by council
5. **Property matters – update of renovation works including;**
See LL repair spreadsheet for full updates.

Recommendations;

21 Market Place – Tenant has requested improvements to both inside and outside areas and has had designs drawn up by a local architect in 2019. A pre-app response was received from ESC in 2020 which suggested that some of the alterations would be refused and others needed amendment. Designs included a kitchen on land presently held by the freehold of the flat – therefore there would need to be an amendment to the lease/ boundary of the shop, if agreeable.

The tenant is now revisiting the designs and would like STC to proceed with outside improvements and provide permission for inside improvements to be carried out by themselves. The requested designs are likely to require planning permission (Cllr Jeans has viewed the plans and advised on this aspect). A new Heritage Statement will be required.

It is recommended that once the designs have been updated and confirmed, a planning application be submitted and that Ruth Summers be asked to carry out the Heritage Statement on behalf of the council.

Conversion of 1 Strickland Place - Planning application approved 2022. Funding will be confirmed once tenders are received.

It is recommended that North and Hawkins be engaged to; a) discharge planning conditions, b) procure tender and provide recommendation, c) complete building control application, d) act as principal designer 4) inspect works and project manage conversion at a cost of £16500 plus VAT.

Tidy of back garden at 1 Strickland Place by Henham Bees and Trees - Leaving greenhouse in situ . Cost to clear to ground level - £1000. It is recommended that the quote of £1000 be accepted.

2 Strickland Place – Planning application required for completion of priority repairs over the next 3 years as detailed in the repair schedule survey. *It is recommended that North and Hawkins be engaged to prepare and submit a planning application for all the priority 1/2/3/ repairs required over next 3 years at a cost of £800 plus VaT.*

6 Strickland Place – Roof does need full replacement – costs being ascertained. *Emergency repairs required to roof at cost of £1125 plus Vat. It is recommended that these be carried out with immediate effect by S.J.Clarke.*

Flat 9A Hurren Terrace – secondary glazing required. Costs being ascertained.

Town Hall decorating - of ground floor and stairway. One quote received. *It is recommended that this quote of £7500 plus materials be accepted to enable the works to be carried out.*

Water Tower outside works – Chaplin and Farrant have met with members of the cttee to consider the feasibility and options for workshops outside. It was considered that it would be beneficial to approach Northumberland Water to ask whether STC could take over the freehold of the area to the rear of the large water tower – to provide more space for workshops. At the cttee meeting it was also mentioned that the golf club might be approaching STC with a request to place irrigation tanks in the area too. *Recommend that STC approach Northumberland Water to request the freehold of the area to the rear of the large water tower, to the side of the smaller water tower. Bees and Trees to be asked to check the trees around the site and carry out maintenance works as required.*

Landlords legislation requirements – upgrade of carbon monoxide detectors and fire doors/ fire alarms to ensure they meet new legislation requirements. *It is recommended that this be carried out in accordance with the legislation.*

6. **Capital Budget 2022-2023 and consideration of budget for 2023/2024**

The costs as requested above are within the budget for 2022-2023.

Cttee will consider the repair requirements for the properties for 2023/2024 and prepare a budget accordingly to bring to council for discussion in Nov/Dec.

7. **Property governance** – As requested Price Bailey have prepared a report with option for alternative governance structures for the town council property portfolio. Report to be considered further by the cttee and clarity sought on the options in order that it can then be considered by full council.

8. **Other matters**
<https://www.gov.uk/government/consultations/a-decent-homes-standard-in-the-private-rented-sector-consultation> - closed 14th October 2022 – landlords cttee to ensure that it keeps up to date with requirements.

Insurance renewal – quote awaited.

9. **Legal sub cttee** – matters as in Confid report

10. **Date of next full landlords cttee meeting** – Nov committee date to be arranged along with a date to consider the capital budget for 2023 – 2024.

Note: Discussions above may need to be considered as confidential as appropriate and dealt with in the agenda item below.

Exclusion of Public and Press: Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is proposed that, due to the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following.

Legal Advice Tender for works Rent/lease reviews